


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. Contract ID Code		Page of Pages 1 14	
2. Amendment/Modification No. 0002		3. Effective Date 12 May 2015		4. Requisition/Purchase Req. No. N00383-14-Y-4776		5. Project No.	
6. Issued By CODE		N00383		7. Administered By (If other than Item 6)			
NAVSUP Weapons systems Support- Philadelphia 700 Robbins Ave Philadelphia, Pa. 19111 Attn: M. Bauder E-Mail Address michael.bauder@navy.mil		Buyer: N761.08 Phone 215-697 Ext. 2767					
8. Name and Address of Contractor (No., Street, County, State, and Zip)				X 9A. Amendment of Solicitation No. N00383-14-Y-4776			
				9B. Dated (See Item 11) 31 March 2015			
				10A. Modification of Contract/Order No.			
				10B. Dated (See Item 13)			
Code		Facility Code					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
(X) The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers x is extended, ___ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _1_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SEPCIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such changes may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN TIEM 14 ARE MADE IN THE CONTRACT ORDER NO. ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (Such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor() is not, (x) is required to sign this document and return 1 copies to the issuing Office Attn: Code 0261.04							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.							

THIS AMENDMENT IS ISSUED PRIOR TO CLOSING. THE CLOSING DATE IS CHANGED TO 12 JUNE 2015

OFFERORS SHALL NOTE THE FOLLOWING CHANGES TO THE SOLICITATION. *In the event an offeror needs more time to make a change to its contemplated offer in light of what is below, the offeror must (i) contact the PCO via email (michael.bauder@navy.mil) within three business days of the date of this amendment (ii) request a specific amount of additional time and (iii) indicate specifically why such additional time is needed. Such request will be evaluated in light of the Navy's need to award without delay. (It should be noted that because time is of the essence, the Navy may not be able to grant additional time.)*

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Adam Hubley, Procuring Contract Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)			5-12-15
		(Signature of Contracting Officer)	

1. The following pages of this amendment contain the updated Web-Based Commercial Asset Visibility Statement of Work, updated as of 25 February 2015. The pages are numbered 1 through 12.
2. The closing date of the solicitation is changed from 29 May 2015 to 12 June 2015 at 4:00pm EST.

WEB-BASED COMMERCIAL ASSET VISIBILITY STATEMENT OF WORK
NAVSUP WSS MECHANICSBURG/PHILADELPHIA
VERSION 7.5, February 25, 2015

I. INTRODUCTION

- A. The purpose of the Web-based Commercial Asset Visibility (WEBCAV, or CAV) requirement is to provide an inventory management system for Government-owned repairable assets while at the repair facility, hereinafter referred to as “the CAV Reporter”, and to track these assets as they flow through the repair cycle.
- B. CAV provides Navy Planners (formerly known as Item Managers) with visibility of repairable items throughout the various stages of the repair cycle. These transactions automatically update the CAV database, which in turn will update the Navy’s Supply Systems database and allow the NAVSUP WSS (formerly known as Naval Inventory Control Point/NAVICP) to obtain timely information needed to make management decisions.
- C. CAV also provides the means to track in-transit material to and from the CAV Reporter.
- D. CAV reporting is managed in one web site with two distinct databases. One for NAVSUP WSS Mechanicsburg and one for NAVSUP WSS Philadelphia, and reporting of assets is managed accordingly. The NAVSUP WSS (Mechanicsburg and Philadelphia) transitioned to an Enterprise Resource Planning (ERP)-based system. Since completion of the ERP implementation, the CAV website may be modified from two distinct databases to one database for both Mechanicsburg and Philadelphia. If this occurs, CAV Reporters who are reporting for both Mechanicsburg and Philadelphia will be required to report inventory in one database.
- E. Notwithstanding any language to the contrary herein, all communications/actions of a NAVSUP WSS CAV Analyst hereunder are subject to concurrence by the NAVSUP WSS Procurement Contracting Officer (PCO) having cognizance of this CAV Statement of Work (SOW) and the contract vehicle to which it is attached.
- F. Contractors are hereby advised that any updates to this CAV Statement of Work (SOW) are posted to <https://applications.ahf.nmci.navy.mil/cavweb/Documentation/CAVInfo/navy.htm>. Contractors are further also advised that they shall adhere to the latest SOW requirements regardless of the CAV SOW included within the award document.

II. OBJECTIVE

The objective of this SOW is to identify specific actions and tasks required to ensure that CAV contractual reporting requirements are satisfied.

III. CAV REPORTER’S PRIMARY RESPONSIBILITIES

In addition to meeting the requirements of Sections IV, V, and VI, the CAV Reporter shall comply with the following Section III requirements in accordance with the procedures, methods and schedules set forth herein:

A. CAV Transaction Reporting:

1. The CAV Reporter shall report asset status in accordance with the CAV User's Guide Version 7.3, which is hereby incorporated by reference into this SOW. The CAV User's Guide can be found in the CAV II Information section of the CAV Website at <https://applications.ahf.nmci.navy.mil/cavweb/>. Mandatory fields within the transactions are identified in the CAV Users Guide by use of "**". The CAV Reporter shall fill in all mandatory fields for each transaction.
2. The CAV Reporter shall report receipt of the following material through CAV (Note: references to "the Repair Basic Ordering Agreement (BOA)/Contract" refers to the contract vehicle to which this SOW is attached):
 - a) Any material received on a Document Number beginning with N00383/N00104 regardless of which Repair BOA/Contract number it is marked.
 - b) All incoming material, when such material is listed as a repair candidate on the Repair BOA/Contract.
 - c) All incoming material, when such material is identified as Government-Furnished Material (GFM).
 - d) NAVSUP WSS-managed items that are funded for repair, upgrade, or modification under a Naval Sea Systems Command (NAVSEA), Naval Air Systems Command (NAVAIR) or other Command contract and/or order.
 - e) Material received under a warranty clause or Quality Deficiency Report (QDR) in accordance with Attachment 'A' in the CAV User's Guide, regardless of the contract that said item was repaired or manufactured under.
 - f) When notified by NAVSUP WSS to input unique receipts.
 - g) All incoming material not repaired by your facility shall be receipted as 'Material Not on Contract.
 - h) Material and equipment on loan or to be used for testing.

NOTE: The CAV Reporter shall contact the NAVSUP WSS CAV Analyst when assistance is required regarding CAV inputs. Items under direct Foreign Military Sales (FMS) Repair contracts are not to be reported in CAV.

3. The CAV Reporter shall provide adequately trained and qualified individuals to perform the transactions.
4. The CAV Reporter shall report Proof of Shipment (POS) data in accordance with the following criteria:
 - a) If a shipment is transported by Advanced Traceability and Control (ATAC), the CAV Reporter need not report POS data via CAV. If a CAV Reporter is contracted to use ATAC, but does a shipment outside of ATAC, the CAV Reporter shall provide POS as indicated in paragraph 4.b.

b) If a shipment is transported by a freight carrier other than ATAC, the CAV Reporter shall provide the following data:

- (1) Transportation Control Number (TCN) of the shipment
- (2) Freight Carrier Company Name and Standard Carrier Alpha Code (SCAC)
- (3) Freight Carrier Company tracking number (referred to as ProNumber or Tracking Number)
- (4) Date shipped, per TCN
- (5) Quantity shipped, per TCN

c) If a shipment is delivered by the CAV Reporter directly to the final destination (local delivery) without utilizing a freight carrier, the CAV Reporter shall provide POS as follows:

- (1) Transportation Control Number (TCN) of the shipment
- (2) Freight Carrier Company Name "Local Delivery" and SCAC
- (3) Date shipped, per TCN
- (4) Quantity shipped, per TCN
- (5) Signature of the receiver's representative at final destination (reported in CAV POS in the "Tracking Number" field with no imbedded spaces or punctuation)

5. The CAV Reporter shall accurately report transactions (receipt, condition code changes, shipments, and proof-of-shipments) by the end of the next regular business day after the occurrence of a reportable event.

6. The CAV Reporter shall physically inventory material received for actual National Item Identification Number (NIIN) and Quantity prior to reporting receipt into CAV.

7. The CAV Reporter shall provide to the DCMA Quality Assurance Representative (QAR) the CAV Material Movement Document (MMD) as an attachment to the Wide Area Workflow (WAWF) documentation to the QAR before signing for acceptance in WAWF DD250 Receiving Report: (The QAR will validate the contract number, delivery order number, CLIN, shipping location, National Stock Numbers, Condition Code, Serial number as applicable and quantities

B. Material Supply Discrepancy Report (MSDR)/Report of Discrepancy (ROD) Notification (SF 364)

1. Whenever a NIIN, condition code, and/or quantity discrepancy exists, the CAV Reporter shall complete and submit an MSDR to the originator of the shipment within five (5) workdays after the discrepant shipment is received, via the Product Data Reporting and Evaluation Program (PDREP).

2. To gain access to the PDREP home page click on the link below
<https://www.pdrep.csd.disa.mil/> .

3. A hard copy SF364 will only be used in the event the electronic MSDR is unavailable. To access an electronically fillable copy of the SF364 go to
<http://www.gsa.gov/portal/forms/type/TOP>. Input "SF364" in the "Find a Form" box, click on the "Search" button, click on the report name "Report of Discrepancy (ROD)", then click on

“SF364.pdf - PDF Version” to display the form. If a hard copy SF364 is submitted, the CAV Reporter shall send/transmit an informational copy of the MSDR to NAVSUP WSS Code N8521

4. If the material is returned to the supply system, the CAV Reporter will include a copy of the MSDR/hard copy SF364 with the shipment.

C. Inventory Accuracy

1. The CAV Reporter shall maintain no less than 99% accuracy in its accountability records, CAV stock records and physical inventories for all Government-owned repairable items that come under the CAV Reporter's control and/or responsibility pursuant to the contract vehicle to which this SOW is attached.
2. The CAV Reporter shall at any time be subject to periodic physical inventory audits, conducted by either the Defense Contract Management Agency (DCMA), Office of Financial Operations (FMO) or NAVSUP WSS.
3. If the Government determines that the CAV Reporter's Inventory Accuracy is less than 99%, the CAV Reporter shall, upon direction of the Government, develop a corrective action plan mapping out the steps necessary to maintain at least 99% inventory record accuracy, which may include Monthly Record Reconciliations and/or Annual Wall-to-Wall Inventory Reconciliations.
4. The requirement for 99% Inventory Accuracy does not relieve the CAV Reporter of any responsibility it may otherwise bear regarding Government property under any other provision of this contract.

D. Reconciliation Requirements and Other Inquiries

1. The CAV Reporter shall provide assistance in resolving reporting errors/Stock-in-Transit (SIT) upon request.
2. The CAV Reporter is responsible for submitting a written request in accordance with the Lost, Damage, Destruction (LDD) provisions of their DCMA-approved property control procedures to their DCMA office for Relief of Liability for unaccountable material as a result of a physical inventory or as indicated below in paragraph 'F.' A copy of this written request for Relief of Liability must be provided to their NAVSUP WSS CAV Analyst and the NAVSUP WSS PCO having cognizance of the contract vehicle to which this SOW is attached. A copy of the written resolution must be provided to the same distribution.

E. NAVSUP WSS In-Transit Accountability (NITA)

NOTE: This portion does not apply to foreign contractors

1. NAVSUP WSS In-Transit Accountability (NITA) is used for identifying and resolving open Stock-in-Transit (SIT). NITA is accessed through a menu option within the Electronic Retrograde Management System (eRMS) website at <https://mril.navsisa.navy.mil/erms/>. A System Authorization Access Request (SAAR) form, which is required in order to receive a Logon and Password for eRMS, can be submitted via the website. . NITA data is refreshed

daily. ERMS and NITA are IT Level 2 systems which means limited privilege sensitive information access. Please refer to clause 5252.204-9400, Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information technology (IT) Systems or Protected Health Information (July 2013), for additional instructions.

2. Once every seven (7) calendar days, the CAV Reporter shall access NITA for identifying/resolving discrepant shipments (SIT) of Navy-owned material both to and from the CAV Reporters' facilities.
3. The CAV Reporter shall provide a response to all documents requiring Proof of Shipment (POS) for classified and sensitive material within seven (7) calendar days, and within 30 calendar days for all others via the POS entry screens in NITA. If POS has not been provided within 60 calendar days of the issue date, then the CAV Reporter shall reverse the SIT issue via the CAV system and submit an LDD to DCMA with a copy to the NAVSUP WSS CAV Analyst.
4. The CAV Reporter shall provide a response to all documents requiring Proof of Receipt (POR) for classified and sensitive material within seven (7) calendar days of the Proof of Delivery (POD) date cited in NITA, and within 30 calendar days for all others. If a POR remains unresolved 60 calendar days after the POD date, the CAV Reporter shall process a receipt TIR and submit an LDD to DCMA with a copy to the NAVSUP WSS CAV Analyst.
5. The CAV Reporter shall also respond to inquiries received via phone calls, emails or letters from Navy representatives researching the status of shipments. The CAV Reporter shall respond to these types of inquiries no later than the next working day after receipt of the inquiry.
6. The CAV Reporter shall ship all Navy-owned DLR's via traceable means. The definition of "traceable means" is any shipping process that mandates signature custody including, but not limited to, the Navy's contracted carrier under the RFI program. See Paragraph 'G' below.
7. When an incorrect quantity of material has been reported as shipped from the CAV Reporter, the CAV Reporter shall reverse the original issue of material and input a corrected issue TIR and proof of shipment for the quantity of material actually shipped.

F. DD Form 1348-1A

1. The DD Form 1348-1A replaces the DD Form 250 as a shipping document only; the CAV Reporter shall prepare and distribute a DD Form 250 as required for payment purposes. The DD Form 250 shall NOT accompany shipments of material. Including a DD Form 250 or DD Form 1149 with a shipment often causes confusion for the receiver and contributes to higher unmatched stock-in-transit levels.
2. Distribution of the DD Form 1348-1A is as follows:
 - a) Shipment of a single unit – one copy of the DD Form 1348-1A inside package with the unit and one copy of the DD Form 1348-1A attached to the outside of shipping container.
 - b) Bulk Shipment (more than qty 1 of the same NIIN in the same shipping container) - one copy of the DD Form 1348-1A inside each individual unit container. A second copy

of the DD Form 1348-1A attached to the outside of the individual unit container within the multi-pack. A third copy of the DD Form 1348-1A attached to the outside of the multi-pack container. Bulk Shipments must be clearly labeled as such on the outside of the shipping container. CAV reporting must reflect a Bulk Shipment for this type of shipment.

NOTE: In the event of CAV being inoperable, DD Form 1348-1A shall be typed manually. When CAV is again operable; the CAV Reporter shall print a 1348-1A and complete the "shipment" transaction in CAV.

G. Direct Ship (Not Applicable To CAV Reporters Operating Under The Terms And Conditions Of A PBL, Mini-Stock Point)

1. The Direct Ship process has been designed to ensure that critical repaired "A" condition spare parts are delivered directly to Navy end users in an efficient and timely manner. Direct Ship awards (i.e., purchase orders, delivery orders, and bilateral contracts) will be easily identifiable as follows: the "Ship To" DoD Activity Address Code (DODAAC) specified at the line item level in Section B of the award document will specify the DoDAAC of the vendor's repair facility. This is the contractual final "Ship To" destination that must be used for DD250 and invoicing preparation.
2. The CAV Reporter will be required to wait up to 24 hours for a potential redistribution to fill a known backordered fleet requirement.
3. Final Inspection and Acceptance by the Government must be completed before the CAV Completion Transaction is processed (i.e., posted to "A" condition).
4. The CAV Reporter is responsible for checking the CAV Requisition Inbox for requisition(s) posted within 24 hours of reporting the Completion transaction.
5. The Direct Ship CAV Reporter will receive shipment redistribution direction through the CAV Requisition Processing Module if there is an existing fleet requirement. If a requisition is received in CAV, processing procedures can be obtained from the Requisition Processing Guide located on the CAV website.
6. If a requisition is not received within 24 hours, the CAV Reporter will schedule redistribution of material to the default storage location specified in the Purchase Order, BOA, or Contract in accordance with paragraph 'H' below.
7. If the award indicates direct ship and specifies other than source Inspection and Acceptance by the Government and FOB Origin terms and conditions, the CAV Reporter should immediately contact the PCO.

H. Redistribution Order/Ready for Issue Project - Navy Transportation - CAV

1. NAVSUP WSS has developed a process to enhance asset visibility by contracting sole responsibility of the transportation function to NAVSUP WSS's Transportation Organization, ATAC (Advanced Traceability and Control). ATAC is responsible for delivery and pickup of Government-owned assets going to and from the CAV Reporter. ATAC will send a

subcontracted transporter (i.e. Federal Express, Miramar) to the repair facility to pick up material as specified herein.

2. Upon receipt of material, the CAV Reporter shall compare the quantity of units and the NIIN of the item inside the container to the quantity and NIIN on the DD Form 1348-1A document that accompanies the material. There may be multiple DD Form 1348-1A documents with the material. The appropriate DD Form 1348-1A to compare to is the one that reflects material being shipped to the CAV Reporter. Any discrepancies in quantity or NIIN must be reported in accordance with III.B. herein. If material is received without a DD Form 1348-1A, the CAV Reporter shall contact their CAV Analyst for assistance.

3. At the conclusion of any of the following actions: (1) repair of a unit, or (2) PCO or ACO modification directing that the unit is Beyond Repair (BR) or Beyond Economical Repair (BER) and the unit is to be moved to the Defense Distribution Depot, or (3) the award specifies "Direct Ship" and the unit(s) is to be moved to a Defense Distribution Depot, the CAV Reporter shall:

- a) Complete shipping documentation in accordance with Paragraph 'F' above.
- b) Input the Shipment Transaction in CAV (this includes the weight, dimension and pickup DODAAC fields) to trigger the pick-up directive to the ATAC transportation carrier.
- c) Place the material that is ready for pickup in a staging area designated for ATAC pickup.

4. FOR ROUTINE SHIPMENTS – defined as normal shipments that are picked up daily by the ATAC carrier. The ATAC carrier will arrive at the CAV Reporter's facility Monday through Friday to pick up material for which a pickup directive has been received.

5. FOR EMERGENCY SHIPMENTS – defined as shipments that must leave your facility prior to the next ATAC pickup. In addition to contacting the Quality Assurance Representative (QAR) and transmitting the shipment via CAV, the CAV Reporter shall contact the ATAC shipping office between the hours of 7:00 a.m. and 4:30 p.m. Pacific Standard Time (PST) via the email address or phone numbers shown below to advise that the material is ready for pickup and must be shipped under urgent means:

- a) ATACCustomerService@navy.mil or (619) 545-6129 or (619) 545-7059
- b) The CAV Reporter must have the following information available to provide the ATAC office:
 - (1) Shipment Document Number
 - (2) Pieces (number of boxes)
 - (3) Weight
 - (4) Dimensions (L, W, H)
 - (5) Pickup Location/Address
 - (6) Destination Location/Address
- c) Shipments identified as urgent on the weekend or after the ATAC shipping office has closed may be shipped under a non-ATAC method with the issuer scheduling the transportation. When this occurs, the CAV Reporter shall enter the CAV Shipment with Pickup DODAAC=CANCEL and enter POS in CAV.

6. The following items are excluded from ATAC transportation. The CAV Reporter shall contact the cognizant DCMA transportation office to arrange shipment of these items:

- a) Marine gas turbines
- b) Fleet Ballistic Missile components
- c) Classified Items
- d) Reactor plant materials
- e) RADIAC material (FSC 6665)
- f) Class A, B, and C explosives
- g) Small arms and Ammunition
- h) 2F, 2J cog items (NAVSEA owned)
- i) 2S cog items (except engines)

7. MATERIAL RDO/RFI ADDRESSES or MATERIAL RETURNS

a) "A" CONDITION MATERIAL - The address for the shipment of ready-for-issue material going to stock will be located in Clause NAVSUPWSSFA09 found in the basic contract document that contains the CAV Statement of Work (see Paragraph 'G' above titled "Direct Ship"). If the material is to be redistributed directly to an end user/requisitioner, the CAV Reporter shall contact the applicable Navy Planner (formerly known as Item Manager) for a document number beginning with the end user's/requisitioner's Unit Identification Code (UIC); this material should never be shipped using the Repair Cycle Document Number (RCDN). The CAV Reporter shall also contact the DCMA transportation office for the specific address.

b) "F" CONDITION MATERIAL – Unless otherwise provided in the delivery order/modification, the CAV Reporter shall contact the appropriate NAVSUP WSS Contracting Officer for status on units received without authorization for repair within 90 days (not-ready for issue – "F" condition). If the material is to be returned to the Government, the units shall be redistributed as follows to the location that lies within the closest physical proximity to the facility from which the material is being shipped:

(1) MARK FOR: NAVSUP WSS DIRECTED RETURN, FOR "F" CONDITION STOCK. DO NOT PROCESS THROUGH ATAC/HUB

(2) The most current consignment addresses for the locations below are available electronically at <https://www.daas.dla.mil/daasing/>:

SW3117 – Defense Depot Norfolk, VA

SW3205 – Defense Depot San Diego, CA

c) "J" CONDITION MATERIAL - Unless otherwise provided for in the delivery order/modification, units received without authorization for repair that are not manufactured or repaired by the CAV Reporter ("J" condition) shall be receipted as Material Not On Contract and returned immediately to the location that lies within the closest physical proximity to the facility from which the material is shipped:

(1) MARK FOR: MISDIRECTED/MISIDENTIFIED MATERIAL. PROCESS AS CONTRACTOR RETURN AND RESCREEN FOR CORRECT DISPOSITION.

- (2) The most current consignment addresses for the locations below are available electronically at <https://www.daas.dla.mil/daasing/>:

N68620 –ATAC HUB, Norfolk VA

N46433 - ATAC HUB, San Diego, CA

- (3) If, after material has been returned and the same unit is again shipped to your facility, call 619-545-9707 or 619-545-8359 for hub shipments; contact the NAVSUP WSS Planner for all others.

d) “H” CONDITION MATERIAL – The CAV Reporter shall obtain written concurrence from the DCMA QAR for all units determined to be BR or BER. All such determinations, including the basis for the determination, the repair required, the proposed price to repair and the DCMA written concurrence shall be provided by the CAV Reporter to the PCO. After receipt of the required documentation, the PCO shall provide the CAV Reporter disposition instructions or contractual authority for repair of the item. The CAV Reporter is not authorized to proceed with repair until notification to proceed is received from the PCO. Any disposal action ordered by the PCO shall be performed by the CAV Reporter in accordance with applicable regulations and DCMA disposal procedures and requirements. If it is determined that a unit should be retained by the Defense Distribution Depot, in lieu of disposal, the CAV Reporter shall prepare the units for delivery to the following:

- (1) MARK FOR: NAVSUP WSS DIRECTED RETURN, FOR “H” CONDITION STOCK. DO NOT PROCESS THROUGH ATAC/HUB

- (2) The most current consignment addresses for the locations below are available electronically at: <https://www.daas.dla.mil/daasing/>:

SW3117 – DD Norfolk, VA

SW3205 – DD San Diego, CA

I. Requisition Processing/SRA Requisitioning (When Applicable)

1. PBL, Mini-Stock Point, and Direct Ship CAV Reporters can receive/process requisitions through the CAV Requisition Processing module. Procedures for inbound/outbound requisitions can be obtained from the Requisition Processing Guide found on the CAV website.

2. CAV Reporters are required to use the Shop-Repairable Assembly (SRA) template when requesting a SRA to complete a Next Higher Assembly. The CAV Reporter shall comply with the following procedures for replacing SRA's when repairing a Weapons Replaceable Assembly (WRA). DCMA personnel must authorize with an appropriate written verification and the Navy Planner and/or PCO must disseminate instructions. The following applies:

- a) Replacement of an SRA that has been determined to be BER or BR.

(1) If the replacement unit is to be an RFI unit consigned from the CAV Reporter's existing repair or spares contract, generate a CAV 1348 “SHIP” transaction. On the 1348 screen, type your UIC over “SHIP TO UIC/DODAAC” and overlay positions 11 and 12 of the “SHIP TO Document” with “MB” for a BER/BR unit. Complete the Material Shipment screen.

(2) If the replacement SRA is to be acquired by MILSTRIP requisition, submit a CAV-generated requisition from the CAV menu screen. On the requisition input screen, enter project code "ZN3", priority "03" or "06", advice code "5A" and the Federal Stock Class.

(3) Input a CAV receipt transaction for the BER/BR unit as condition code "F", Material on Contract. Enter "BLK" in the receipt screen field named "RECEIVED FROM". The receipt document number must be the same as the document number that was used to issue the material to your facility, or use the same document number as the CAV-generated requisition, so that the carcass-tracking match can be completed.

b) Replacement of an SRA that was determined to be Missing on Induction (MOI):

(1) If the replacement unit is to be an RFI unit consigned from the CAV Reporter's existing repair or spares contract, generate a CAV 1348 "SHIP" transaction. On the 1348 screen, type your UIC over "SHIP TO UIC/DODAAC" and overlay positions 11 and 12 of the "SHIP TO Document" with "MK" (when the turn-in-activity is known) or "MU" (when the turn-in-activity is unknown). Complete the Material Shipment screen.

(2) If the replacement SRA is to be acquired by MILSTRIP requisition, submit a CAV-generated requisition from the CAV menu screen. On the requisition input screen, enter project code "ZV3", priority "03" or "06", advice code "5A" for MOI when the turn-in activity is unknown or "5G" for MOI when the turn-in activity is known, and the Federal Stock Class.

c) Replacement of failed SRA's during repair of WRA's:

(1) If the replacement unit is to be an RFI unit consigned from the CAV Reporter's existing repair or spares contract, generate a CAV 1348 "SHIP" transaction. On the 1348 screen, type your UIC over "SHIP TO UIC/DODAAC" and overlay positions 11 and 12 of the "SHIP TO Document" with "MM". Complete the Material Shipment screen.

(2) If the replacement SRA is to be acquired by MILSTRIP requisition, submit a CAV-generated requisition from the CAV menu screen. On the requisition input screen, enter project code "ZL8", priority "03" or "06", advice code "5G" and the Federal Stock Class.

(3) Input a CAV receipt transaction for the failed SRA unit as condition code "F", Material on Contract. Enter "BLK" in the receipt screen field named "RECEIVED FROM". The receipt document number must be the same as the document number that was used to do the issue to your facility or the same as the CAV generated requisition, so that the carcass-tracking match can be completed.

IV. Dawn Of Time ("DOT") Inventory Applicable To New CAV Reporters

1. The CAV Reporter shall provide an accurate accountable record of inventory to Code N8521 at least one week prior to scheduled implementation of the CAV system.
2. The inventory list provided shall be by NIIN, Part Number (P/N), reference number, serial number, condition code, Contract number, Order Number, CLIN and location of material for each line item.
3. The CAV Reporter shall identify all employees requiring CAV access to include at a minimum the primary and alternate CAV input Point of Contacts (POCs).
4. The CAV Reporter shall ensure all employees requiring CAV access have acquired, loaded and registered their individual PKI certificates. The CAV Reporter shall fill out the appropriate SAAR to obtain access to CAV and to the eRMS system for access to NITA (see Paragraph III.E.1. above).
5. The CAV Reporter shall work with NAVSUP WSS CAV personnel prior to the implementation of the CAV system to ensure they can successfully access the CAV website.
6. The CAV Reporter shall provide the name and phone number of the DCMA Property Personnel and QAR.
7. The CAV Reporter shall ensure the necessary personnel are available to assist with the scheduled DOT and receive CAV training.
8. The CAV Reporter shall assist NAVSUP WSS personnel with loading the initial inventory from the accountable record into CAV.
9. Material Movement Documents (MMDs) with the unique CAV-generated Repair Cycle Document Number (RCDN) shall be printed from the CAV system for every unit entered into CAV.
10. If printed, the MMDs shall physically be attached to each unit and any differences between the actual status of the item and the CAV entries will be noted. The DCMA Property Account Officer (PAO) will review results of this "tagging" process.
11. Any necessary adjustments to CAV shall be entered. Adjustments to DOT transactions are not authorized unless directed by NAVSUP WSS. NAVSUP WSS shall be notified of all inventory discrepancies and corrective action taken. Detailed CAV records will allow NAVSUP WSS to monitor adjustments to DOT transactions.
12. Appropriate CAV reports shall be printed and provided to DCMA to ensure all transactions have been input and processed accurately during the opening inventory. DCMA will send NAVSUP WSS a certification letter in regards to the inventory.

V. CAV SYSTEM REQUIREMENTS

A. WEBCAV is designed to be accessible using Internet Explorer on a Windows platform. Some older versions of Netscape are compatible as well. Firefox and Chrome may be used but there could be differences in appearance of certain screens.

B. The CAV Reporter shall have or obtain an Internet Service Provider (ISP) account for CAV reporting. CAV status reporting will be made to NAVSUP WSS via the Internet using WEBCAV.

C. A telephone line shall be within reach of the CAV operator to allow verbal instructions during computer inputs. The line does not have to be a dedicated direct phone line.

VI. CAV SECURITY REQUIREMENTS

A. CAV Reporters shall comply with the following security guidelines:

1. Challenge any unauthorized personnel attempting to alter CAV in any way.
2. Report all accidental unauthorized access to systems/files/data to your NAVSUP WSS CAV Analyst.
3. Furnish requested information for all personnel having access to CAV. The information shall be provided prior to implementation of CAV and as any changes in personnel occur.
4. Notify the NAVSUP WSS CAV Analyst of any changes in CAV input personnel.
5. Acquire a Public Key Infrastructure (PKI) Certificate for each individual requiring CAV access.

VII. CAV SYSTEM PROBLEM RESOLUTION

A. If the CAV Reporter experiences a problem with CAV, the CAV Reporter shall:

1. Note the window at which the failure occurred.
2. Contact the CAV Analyst.

B. In the event of a catastrophic event such as flood, fire, hurricane, etc., the CAV Reporter shall contact the CAV Analyst within 24 hours of the event and determine reporting methodology.